



# Corrections and Community Supervision

KATHY HOCHUL  
Governor

ANTHONY J. ANNUCCI  
Acting Commissioner

Date:

Superintendent:

Re: Incarcerated Individual

DIN #:

NYSID #:

Dear Superintendent:

This case is under review for executive clemency consideration in the form of a commutation of sentence.

In order to assist in the evaluation of the case, kindly provide a report following the format described in Departmental Directive #6901.

It is requested that you provide copies of any existing psychiatric/psychological reports, even if they are somewhat dated. Updated psychiatric/psychological analyses may be performed if your staff feels it advisable.

It will be necessary for the applicant and a staff witness to sign the attached "Release of Records" form which is to be returned to this office with your completed report. Please include in the report a statement to the effect that this form was signed by the applicant.

As part of your report, the Office of the Governor's Counsel requests that you make a recommendation for or against clemency on the basis of the information that you possess regarding the incarcerated individual's entire record while incarcerated, with particular emphasis on disciplinary and programmatic indicia. The seriousness and circumstances of the original crime will be separately evaluated by the Office of the Governor's Counsel and should not be addressed in your recommendation.

Please provide us with your report as soon as practicable.

Thank you for your assistance and cooperation.

Sincerely,

Director  
Executive Clemency Bureau  
Attachment